



**CHORD ENGINEERING**  
ELECTRICAL CONTRACTORS

## **HEALTH & SAFETY POLICY**

Chord Engineering Ltd

17 Hollingworth Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP  
Tel: 01622 661221 • Fax: 01622 690100 • Email: [info@chordeng.co.uk](mailto:info@chordeng.co.uk)

Company registration no: 4662740 • VAT ref: 817 928102 • UTR ref: 1219208730



**CHORD ENGINEERING**  
ELECTRICAL CONTRACTORS

**SAFETY POLICY INDEX**

**PART 1** STATEMENT OF INTENT

**PART 2** INDIVIDUAL RESPONSIBILITIES

**PART 3** ARRANGEMENTS

INCLUSIVE OF:

FIRE POLICY

DRIVING POLICY

STATEMENT OF DISCIPLINE

EQUAL OPPORTUNITIES



**CHORD ENGINEERING**  
ELECTRICAL CONTRACTORS

**PART 1 : STATEMENT**

**Relating to The Health & Safety at Work of All Employees**

**INTRODUCTION**

This statement has been prepared to conform with Section 2.3 of the Health & Safety at Work Act 1974. It sets out the organisation and arrangements for implementing the Chord Engineering Limited Health and Safety Policy. "The Company" means Chord Engineering Ltd.

1.1 GENERAL POLICY

It is the policy of the Company that its operations are carried out at all times in such a way as to ensure, so far as it is reasonably practicable, the health, safety and welfare of all its employees and all other persons likely to be affected by its operations including other contractors and members of the public.

Adequate funding will be made available to ensure our commitment to Health & Safety.

This policy is the direct responsibility of Simon Webb, Managing Director, who is charged with its overall implementation. The Safety Department is responsible for ensuring that the policy is applied throughout all company operations. Health and Safety Supervisors are Simon Webb.

Name, position, address and telephone number of Senior Director within the company:

.....  
Mr S.E Webb, Managing Director  
.....  
17 Hollingworth Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP  
.....  
Tel: 01622 661221  
.....

Issued: 4th April 2016

Signed..... Date.....



**CHORD ENGINEERING**  
ELECTRICAL CONTRACTORS

## **PART 2 : INDIVIDUAL RESPONSIBILITIES**

2.0 Individual Responsibilities

2.1 Managing Director

### *Individual Responsibilities in Health, Safety and Welfare Matters*

**Main Responsibilities are;**

- 2.1.1 To ensure that the necessary appointments are made in the company to fulfil the requirements of this safety policy.
  - 2.1.2 To ensure that the Policy is updated as required.
  - 2.1.3 To make available adequate funds to ensure compliance with Health and Safety standards.
  - 2.1.4 To ensure that the safety is on the agenda at each meeting.
  - 2.1.5 To ensure that professional safety advice is available as required.
  - 2.1.6 To ensure that the Safety Policy requirements are adequately monitored and effective action taken to correct deficiencies found.
  - 2.1.7 To set a personal example.
- 2.2 Safety Officer

### *Individual Responsibilities in Health and Safety and Welfare Matters*

**Main responsibilities are;**

- 2.2.12 To ensure that safety is taken into account on all bids for new work and in planning new work.
  - 2.2.13 To identify and arrange for adequate Health and Safety training to meet the requirements of the company's work.
  - 2.2.14 To set a personal example at all times.
- 2.3 Contracts Manager / Projects Co-ordinator



## CHORD ENGINEERING

ELECTRICAL CONTRACTORS

### Individual Responsibilities in Health, Safety and Welfare Matters

#### **Main Responsibilities are:**

- 2.3.1 To read, understand, implement and make all those on site including sub-contractors and visitors, aware of the Company Safety Policy.
- 2.3.2 To make themselves aware of relevant information, codes of practice, guidance notes and safe working practices. To take advice from the Safety Advisor in these matters.
- 2.3.3 To ensure that the appropriate authorities have been notified of the office location and the numbers of staff at the location.
- 2.3.4 To ensure electrical systems at the office location comply with the Electricity at Work Regulations 1989.
- 2.3.5 To determine the implementation of:
  - (1) Safe methods of working
  - (2) Systems to identify hazards and unsafe situations
- 2.3.6 To produce and sign written Method Statements, Risk Assessments, C.O.S.H.H. assessments and/or safety rules and issue them to those affected. In addition, and when appropriate, to display copies at relevant points in the workplace. To seek the advice of the Safety Advisor on all these matters.
- 2.3.7 To organise work so that it is carried out to the required standard with minimum risk to persons, equipment and materials. To give subordinate supervisors precise instructions on their responsibilities to ensure correct working methods.
- 2.3.8 To establish, prior to commencement of any works, that the contractor or worker is aware of the need for all operations to be carried out in a safe manner and that they subsequently comply with this requirement.
- 2.3.9 Together with the Safety Officer, to identify training for workers, to have this training arranged by the Safety Director and, when arranged, to release those who require training. To make arrangements for induction training of all new starters.

#### **To ensure that provision is made for:**

- (i) Welfare facilities and their maintenance to meet statutory requirements.
- (ii) A qualified first aider or appointed person when necessary.
- (iii) Appropriate first aid equipment facilities.
  - (iv) Identifying first aid arrangements and location(s) to workers.
  - (v) Availability of suitable protective clothing and equipment.



## CHORD ENGINEERING

ELECTRICAL CONTRACTORS

- 2.3.10 To accompany members of the Health and Safety Executive when they are carrying out inspections.
- 2.3.11 To accompany the Safety Advisor on inspections. Following such inspections to take such action as may be advised in the Safety Advisor's report.
- 2.3.12 If deemed necessary, after consultation with the Safety Officer, to appoint from his staff suitable person(s) to assist with safety supervision.
- 2.3.13 To ensure that all equipment supplied is adequate for the job in hand and that sufficient information and training is provided to use it safely within the limits.
- 2.3.14 To be prepared to amend, or propose amendment to, method statements and safety rules where necessary and to publish them to those affected.
- 2.3.15 Where necessary to seek the advice of the Safety Advisor on any matter relating to safety.
- 2.3.16 To report all injuries, lost time, industrial health disorders and dangerous occurrences to the Safety Officer.
- 2.3.17 To set a personal example.
- 2.4 Site Forepersons

### Individual Responsibilities in Health, Safety and Welfare Matters

#### **Main Responsibilities are;**

- 2.4.1 Read, understand and implement the Company Safety Policy.
- 2.4.2 Ensure that safety is an integral part of work and that those responsible to them are aware of, understand and adhere to current safety instructions, rules and method statements, and that employers liability insurance policies are valid for the activity.
- 2.4.3 Ensure that accidents and incidents are reported immediately to the safety director.
- 2.4.4 Ensure that the employees are not allowed to take unnecessary risks.
- 2.4.5 Ensure that new employees, particularly young entrants, learn to take safety precautions. To identify the training requirements of individuals and report them to the Safety Officer.
- 2.4.6 Ensure that protective clothing and equipment are used when appropriate.



## CHORD ENGINEERING

ELECTRICAL CONTRACTORS

- 2.4.7 Encourage employees to eliminate hazards and to implement and monitor fire and emergency procedures.
- 2.4.8 Discourage horseplay, and to discipline those who fail to obey safety instructions.
- 2.4.9 Ensure that equipment is only operated by authorised persons, and that any defects are reported and, if appropriate, that equipment has a current test certificate.
- 2.4.10 Ensure that unattended equipment is left in a safe and secure state.
- 2.4.11 Ensure that the work site is adequately protected and warning signs placed as appropriate.
- 2.4.12 Ensure that the company supplied plant, equipment and articles are safe for use, provided with adequate information and properly maintained.
- 2.4.13 Ensure that substances are used in accordance with the suppliers written instruction.
- 2.4.14 When required ensure that atmosphere monitoring is undertaken.
- 2.4.15 Provide adequate noise monitoring as required.
- 2.4.16 Set a personal example.
- 2.5 Employees Generally (Including Self Employed Operatives)

### Individual Responsibilities in Health, Safety and Welfare Matters

#### **Main responsibilities are to:**

- 2.5.1 Use the correct equipment for the job and use company issued safety equipment and protective clothing when required.
- 2.5.2 Keep equipment in good condition. Avoid improvising.
- 2.5.3 Report any defect in equipment to immediate supervisors and ensure that it is in a safe and secure state when left unattended.
- 2.5.4 Develop a concern for safety both personally and for others and, particularly, for new employees and young persons.
- 2.5.5 To stop work and report findings to a manager (for further investigation or survey), upon discovering and/or believing asbestos may be present in the workplace.
- 2.5.6 Co-operate with the Company in maintaining a safe working environment and make a contribution to reducing accidents.



## CHORD ENGINEERING

ELECTRICAL CONTRACTORS

- 2.5.7 Report personal industrial injuries or industrial diseases to supervisor and ensure that entries are made in the Accident Book at places of work.
  - 2.5.8 Take care of company property. Refrain from horseplay and abuse of welfare facilities.
  - 2.5.9 Suggest ways of eliminating hazards.
  - 2.5.10 Operate equipment only when trained and authorised to do so.
  - 2.5.11 Obey all company safety rules.
  - 2.5.12 Work in accordance with method statements and safety rules.
  - 2.5.13 Report to supervisors all incidents which could result in personal injury or property damage.
  - 2.5.14 All employees, staff, visitors, must conduct themselves in a sober manner and are not to work under the influence of alcohol or drugs.
  - 2.5.15 Set a personal example.
- 2.6 Buying and Purchasing Staff – Special Responsibilities

Senior staff who authorise and employees who make purchases on behalf of the company have the following main responsibilities.

- 2.6.1 To ensure that on all orders attention is drawn to the responsibilities placed on those who supply plant, equipment, machinery, materials, substances, supplies and other articles, to take steps to ensure that, so far as is reasonably practicable, the articles in question will be safe and without risks to Health and Safety when properly used. No written undertakings are to be given to any supplier relieving him of the responsibility.
- 2.6.2 To ensure that the Safety Department is consulted whenever new types of equipment, articles or substances are being considered for purchase, in order that he can advise on safety factors (e.g. guards, chemical hazards etc.) and so that he can have the necessary safeguards prepared and issued to those affected before receipt of the new equipment / articles / substances. This also allows time to fulfil any training needs at all levels.
- 2.6.3 To obtain work method statements from tendering sub-contractors.
- 2.6.4 To ensure that tendering sub-contractors have adequately priced for safety and further to ensure the rejection of any who have not. The advice of the Safety Department should be sought.
- 2.6.5 To ensure that suppliers are made aware of their obligations to supply clear and precise instructions on use, storage etc. with their materials.





## CHORD ENGINEERING

ELECTRICAL CONTRACTORS

2.6.6 To liaise with the Safety Department all matters relevant to safety in both material and/or Sub-Contract context.

2.7 Estimator

### Individual Responsibilities in Health, Safety and Welfare Matters

#### **Main responsibilities are to:**

2.7.1 Be aware of the Company Safety Policy.

2.7.2 Be aware of legislation etc. for the work activity being estimated.

2.7.3 Adequately price for suitable access equipment.

2.7.4 Establish whether or not local safety conditions apply to the work.

2.7.5 Ensure safety requirements are adequately priced for.

2.7.6 Set a personal example.

2.8 Company Safety Advisor / Consultants

### Individual Responsibilities in Health, Safety and Welfare Matters

#### **Main responsibilities are, where reasonably practicable, to:**

2.8.1 Be aware of the Company's Safety Policy.

2.8.2 Make such reports as required by the Company Safety Policy and by Management.

2.8.3 Advise, when requested, on

(i) Preventing injury to personnel and damage to equipment.

(ii) Improvement needed to create sound methods.

(iii) Legal requirements affecting Health, Safety and Welfare and the provision of constant and adequate facilities.

(iv) Provision and use of protective clothing and equipment and adequate supplies.

(v) Suitability, from a safety viewpoint, of new and hired equipment; adequacy and validity of all appropriate test certificates and compliance of all equipment.

(vi) Potential hazards on new activities before work starts.

(vii) Methods of safe working arising from new developments.

(viii) Changes in legislation.

2.8.4 Advise, when required, on all Health, Safety Welfare matters and training requirements at bidding, planning and pre-contract stages.



**CHORD ENGINEERING**  
ELECTRICAL CONTRACTORS

- 2.8.5 Carry out surveys and inspections in conjunction with Management to ensure compliance with statutes, codes of practices, work method statements and safe operation of equipment and methods of work. Advise Management of the results of these inspections in writing, including hazards seen, good features noted and overall conclusions.
- 2.8.6 Advise, when requested by the Safety Officer on the determination of safe methods of working and systems to identify hazards and unsafe situations. Advise, when requested, upon the production of written method statements and safety rules and advise upon arrangements to bring these to the attention of employees.
- 2.8.7 When required, investigate accidents and dangerous occurrences and recommend means of preventing reoccurrence.
- 2.8.8 Help assist with the identification of training requirements and subsequent training for all levels of employees.
- 2.8.9 Suggest methods of promoting awareness of injury prevention and damage control.
- 2.8.10 Keep in contact with official and professional bodies involved with Safety at Work.
- 2.8.11 Keep up-to-date with safety legislation, codes of practice and new safety literature and circulate information to each level of employee.
- 2.8.12 Set a personal example.

Chord Engineering Ltd

17 Hollingworth Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP

Tel: 01622 661221 • Fax: 01622 690100 • Email: [info@chordeng.co.uk](mailto:info@chordeng.co.uk)

Company registration no: 4662740 • VAT ref: 817 928102 • UTR ref: 1219208730